

**Return to Work Coordinator appointment/change of details form**

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| **Employer details (as per registration)** |
| Business name | Self insured ☐ Yes ☐ No |
| Employer’s registration number: | ABN or ACN |
| Street address |

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| **Return to Work Coordinator business contact details** |
| Date appointed in coordinator role: |
| Full name: |
| Position title: |
| Work email address: |
| Work telephone number: | Work mobile number: |
| Work street address coordinator is based *(must be in SA)*  |
| Are you the primary coordinator? Are you a support coordinator? Are you replacing a coordinator?If yes, has the previous coordinator left the business? Previous coordinator’s name: | ☐☐* Yes ☐ No ☐ Not known
* Yes ☐ No
 |
| External/Third Party coordinator (Business name): |

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| --- |
| **Return to Work Coordinator training/certificate details (provided on issued certificate)** |
| Name of training provider: |
| Certificate number: | Date training completed: |

**IMPORTANT: This form needs to be completed in full and emailed to** **coordinators@rtwsa.com**

**Return to Work Coordinator fact sheet**

# Appointment requirements

* All businesses operating in South Australia are required to appoint and retain a Return to Work Coordinator if they employ 30 or more workers **\***

## A Return to Work Coordinator must:

* + be appointed within 6 months of an employer’s need to register **\*M**
	+ be appointed and trained within 3 months of a vacancy occurring **\***
	+ be based in South Australia **\***
	+ complete a training course approved by ReturnToWorkSA **#**
* perform the Return to Work Coordinator functions **\* #**

## The employer must:

* + provide ReturnToWorkSA with the details of its coordinator (by completing and providing this form) **#**
	+ provide facilities and assistance to enable a coordinator to perform their functions **#**
	+ ensure everyone in the workplace understands how injury, recovery and return to work will be managed **#**
	+ ensure workplace training occurs for managers, supervisors and co-workers in the recovery and return to work process **#**
	+ ensure any third party it appoints, performs the coordinator functions on its behalf **#**

# Exemption from requirements

## An employer is exempt from the requirement to appoint a coordinator if:

* They employ less than 30 workers **+**
* They employ 30 or more workers for less than three months in a financial year **+**

# Compliance breaches

## Failure to appoint a coordinator within 6 months after the requirement for an employer to register, or within 3 months after a vacancy occurs can, in the event of prosecution, result in a maximum penalty of $10,000.00 **\***

Supplementary payments relating to coordinator compliance can include:

*An employer that fails to comply with:*

* 1. *Its coordinator performing all required functions as detailed in section 26(4) of the Return to Work Act* **\***
	2. *Any training or operational guidelines published by the Corporation for the purposes of section 26 of the Act* **#**

# References

## Return to Work Coordinator details are covered in the following:

* *Return to Work Act 2014* – Section 26 (referenced above by a**\***)
* *Return to Work Regulations 2015* – Regulation 18 (referenced above by a **+**)
* *Return to Work Coordinator Training and Operational Guidelines* (referenced above by a **#**)

## These publications are available at [www.rtwsa.com.](http://www.rtwsa.com/) Please refer to them for specific details.

**To notify of a change in details or for further assistance - email** **coordinators@rtwsa.com**